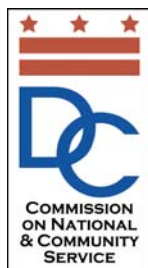


ANTHONY A. WILLIAMS, MAYOR

Executive Office of the Mayor



**K-12 LEARN AND SERVE
COMMUNITY-BASED GRANT
GUIDELINES AND APPLICATION
2003-2004**



Engaging Youth in “Exploring the Past, Present and Future of their Neighborhoods”

K-12 Community-Based Projects

**Vince Micone
Chairperson**

**Thomasenia Duncan
Vice Chairperson**

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INTRODUCTION

November 3, 2003

Dear Prospective Applicant,

The DC Commission on National and Community Service (DC CNCS) looks forward to receiving your organization's application for a Learn and Serve Community-Based project within the District of Columbia. Please use the attached guidelines if you are applying for project funds.

DC CNCS anticipates being able to award grants of up to \$20,000 for fiscal year 2004. Awards will be made in early February. Funds must be used to develop and build support for high quality service-learning projects that involve youth in problem solving and planning for their communities. DC CNCS envisions a Community-Based service-learning program that is not only attractive to after-school, out-of-school and summer providers, but to the youth themselves. We desire a program that attracts youth to service and develops a lifelong ethic of service.

Eligible applicants are local nonprofits, community and faith-based organizations and local units of government that may provide after-school programming in collaboration with local schools. Applicants applying to DC CNCS for funding must operate the project only within the District of Columbia. An electronic copy of the RFA is available at www.cnscs.dc.gov.

The **deadline for applications is 5:00 p.m. January 5, 2004**. Late applications will not be accepted. An application is considered late at 5:01 p.m. A checklist is provided to assist in meeting the submission requirements. Incomplete submissions will be ineligible for review. Applicants must submit one original and (7) copies. Please bind copies with binder clips only and do not staple.

Potential applicants are **required** to attend one of the following technical assistance sessions at One Judiciary Square, 441 4th St. NW, Room 1114: **11/18/2003 from 10:00 a.m. to 12:00 p.m., or 11/25/2003 from 5:00 p.m. to 7:00 p.m.** (Take the Metro red line to Judiciary Square, exit 4th Street, Courthouse side.) Please call Cliffie Bailey at 202-727-7925 to RSVP for a training session.

Very truly yours,

Deborah A. Gist

Deborah A. Gist
Executive Director

DEFINITION AND GOALS

Engaging Youth in “Exploring the Past, Present and Future of Their Neighborhoods”

K-12 Community-Based Projects

What is service-learning?

Service-learning combines service to the community with student learning in a way that improves both the student and the community. According to the National and Community Service Trust Act of 1993, service-learning:

- a. Is a method whereby youth learn and develop through active participation in thoughtfully organized service that is conducted in and meets the needs of communities;
- b. Is coordinated with a community service program and the community;
- c. Helps foster civic responsibility;
- d. Is integrated into and enhances the academic curriculum and the education components of the community service program in which the participants are enrolled; and
- e. Provides structured time for participants to reflect on the service experience.

The overall goals of this grant funding are:

- a. To develop and build support for high-quality service-learning projects in DC that will ultimately assist local nonprofits, community and faith-based organizations and local units of government that may provide after-school programming in collaboration with local schools to effectively administer service-learning projects as part of their youth programming;
- b. To increase and enhance opportunities for youth to serve by identifying youth volunteerism opportunities at community and faith-based organizations; and
- c. To promote recognition initiatives for youth engaged in service (President’s Volunteer Service Award, Mayor’s Community Service Award, etc.) to recognize and to award outstanding performance of participants.

Amounts of Grants

The grant amount will vary by circumstance, need, and program model. DC CNCS has \$240,000 available for funding and will award grants up to \$20,000 to non-profits, community and faith-based organizations and to local units of government.

OVERVIEW

THE DC COMMISSION ON NATIONAL AND COMMUNITY SERVICE

DC CNCS was established by an Executive Order of Mayor Anthony A. Williams on July 21, 2000 and is housed in the Executive Office of the Mayor. The mission of DC CNCS is to strengthen and promote the District of Columbia's spirit of service through partnerships, national service and volunteerism. DC CNCS with the support of the District's State Education Office and DC Public Schools (DCPS) will provide grant funding to Community-Based programs in the District of Columbia.

As described in DC CNCS's Unified District Plan for Service, its shared vision statement is 'to be a community that embraces an ethic of service and empowers residents to work together with unity of purpose.' DC CNCS works closely with other national service providers in the District including AmeriCorps*National Directs, AmeriCorps*VISTA, AmeriCorps*NCCC, and Senior Corps to share resources, effective practices, and support to strengthen the local national service network.

DC CNCS also works with a cadre of other organizations throughout the District to promote service and volunteerism. Mayor Anthony A. Williams designated DC CNCS as the District coordinator for Citizen Corps. Citizen Corps creates opportunities for individuals to help their communities prepare for and respond to emergencies. DC CNCS also coordinates the Mayor's Community Service Award, which recognizes one youth and one adult volunteer each month for outstanding community service in the District.

DC CNCS will administer Learn and Serve Community-Based funding through federal funds from the Corporation for National and Community Service. Therefore, District and federal rules and regulations apply. In addition to providing grant funding, DC CNCS provides oversight and support to applicants selected as programs. Oversight includes site visits, fiscal monitoring and reporting requirements, while support includes project coordinator trainings, meetings, and one-on-one technical assistance.

THE STATE EDUCATION OFFICE

Since January 2003, the State Education Office has been working in partnership with the Mayor, District government agencies and several corporate partners to focus sustained attention on areas that will significantly improve literacy services for families, such as coordination, capacity-building and communication. DC CNCS is seeking applicants that will be able to strongly support the goal of education in the City-wide Strategic Plan.

WHAT YOU SHOULD KNOW ABOUT DESIGNING A LEARN AND SERVE PROJECT

NEEDS AND SERVICES

Proposed projects will allow youth an opportunity to explore the past, present and future of their neighborhoods while serving their communities. Applicants will be encouraged to develop service-learning programs that give youth an opportunity to canvass and map their own communities; research the histories of their neighborhoods; identify community assets and needs in order to develop service-

learning projects; and find the people, organizations and systems that make their communities stronger such as city council members and various government offices.

The needs statement in an applicant's proposal should reflect the compelling needs of its project and be supported by evidence, such as census data, community needs assessments, or other reliable measures. Applicants should describe how needs were identified.

Successful applicants must identify a coordinator for the service-learning project. Proposals should describe a comprehensive plan to recruit, select, develop, train, supervise and recognize youth and additional community volunteers.

The needs statement may identify concerns within the community, such as literacy, civic knowledge and participation, drop-out rates or risky behavior, or it may cite needs in other issue areas such as housing, economic development, nutrition, or public safety. The activities of the project must have a positive impact on the needs identified while enhancing the breadth and depth of service-learning in programs.

Successful applicants will describe experience in service-learning and clearly explain how the community service proposed will be tied to learning outcomes and will provide evidence of previous accomplishment in developing service, service-learning, or community partnerships to meet local needs.

Successful applicants will detail how youth will prepare, act and reflect on the community service they undertake. They will clearly outline how the program will be structured during the day and over the course of the program so time is allotted for learning and reflection.

In order to ensure that youth receive the greatest possible benefit from service-learning activities, community service activities and service-learning/reflection must be planned carefully. Youth need opportunities to develop their leadership and civic skills. They also need structured time to reflect on their service in order to analyze it in its academic, historical and community context and internalize the lessons learned.

STRENGTHENING COMMUNITIES

Community involvement in all phases of a project is critical to its success. Successful applicants will describe strong community partnerships, including well defined roles for partners. In addition to forming community partnerships to support service-learning activities, Learn and Serve Community-Based projects are required to support service-learning projects involving the recruitment and management of adult volunteers. The recruitment, management and involvement of adult volunteers provide valuable models of service to youth. When the volunteers are family members it fosters an ethic of service in school, in the community, and at home.

As part of a national strategy for making federal resources available to faith-based organizations, applicants should describe how partnerships will be encouraged between the project and faith-based organizations, where appropriate. As with all partnerships, these partnerships should be multifaceted and built on mutual planning and decision-making.

A vibrant service-learning project must consist of a viable fiscal agent, and one or more community partners that include: a public or private nonprofit organization or a private for-profit business. In addition, such partnership recognizes service-learning coordinators, youth, community partners, and

other volunteers. In short, a well-designed service-learning program brings each partner to the table to help guide the program.

Successful applicants need to demonstrate a commitment to sustainability and cost effectiveness. High quality service-learning projects are characterized by a reciprocal partnership between the non-profit organizations, community and faith-based organizations and the community.

Building reciprocal partnerships takes effort and time. Sustainable and reciprocal partnerships should be the goal of each proposed project. Partnerships that share responsibility for the program and community partners can benefit the organization's efforts to sustain the program.

Successful applicants will indicate how community partnerships and volunteer recruitment and management strategies build the capacity of all parties to strengthen both the organization and the community.

DEVELOPMENT OF PARTICIPANTS

A. Youth (Program Participants)

Community involvement in schools builds the capacity of the school to meet the needs of the students. Likewise youth service builds the capacity of community organizations to meet their missions. DCPS mandates that every student graduating from high school must complete 100 hours of community service that in order to graduate. The Learn and Serve Community-Based grant can provide youth with opportunities to meet this requirement in meaningful ways. Projects will be responsible for tracking service hours of youth participants enrolled in the program.

Successful applicants will be required to nominate outstanding participants for the DC CNCS-sponsored Mayor's Community Service Award, which is given each month to one youth and one adult.

Another opportunity for youth to apply their learning, expand their leadership skills, and reflect on their experience will be in the celebration activities for the Learn and Serve programs. Applicants are required to participate, create or showcase their service-learning projects to the community during National Youth Service Day in April.

National Youth Service Day. The largest service event in the world is April 16-18, 2004. Last year, over 8,000 youth and their families in Washington, DC participated in 60 community service projects. This is an opportunity to highlight youth and their commitment to the community. Applicants can contact Kimberly Flowers (Kimberly.Flowers@dc.gov) at 202.727.9461 to learn more about funding resources, service project ideas, etc.

How the projects are showcased will be determined by the youth. They may decide to create a report, exhibit, or multimedia presentation with the assistance of T/TA providers. This will provide an opportunity for them to further develop their verbal and written communication skills and work cooperatively with each other. They must be encouraged to invite local politicians, community organizers, and mentors, further connecting them to positive role models of citizenship and service. Your proposal should include a well-designed plan to engage participants in service activities during National Youth Service Day.

B. Service-Learning Coordinators

Research suggests that the positive effects of service-learning for participants can only be sustained if youth are given multiple opportunities over time to link their learning to service.¹ Selected applicants will receive required training in effective service-learning principles provided by DC CNCS.

Applicants should indicate how participants will be assisted in developing service-learning opportunities that maximize outcomes. Research suggests that service activities should be of sustained or significant duration (at least 20 hours a semester), engage youth in effective reflection, and be available many times throughout a youth's education. Effective projects prepare youth in advance for their service experience. Project participants should be given time to reflect on their community service in the context of the service-learning throughout the project and should be encouraged to analyze and think critically about their service activities on an ongoing basis.

Successful applicants will be designed to implement age-appropriate learning activities that foster civic knowledge, attitudes, and behavior. The relationship between community service and democratic practices, ideas and history should be made explicit in order for youth to see community service as a civic responsibility.

High-quality service-learning projects should educate youth in the historical context of the laws and social policies that affect the community service they conduct. This reflection is essential to the development of civic participation in young people over time. All projects should link service to civic participation and the roots, principles, and history of American democracy. By purposefully linking participants' actions of today to our nation's past, the connection can be made to the role and responsibility of each citizen.

Additional resources include:

A National Initiative on American History, Civics, and Service, a project of National History Day and the National Archives and Records Administration (www.ourdocuments.gov); and, a new competitive grants program, We the People, offered by the National Endowment for the Humanities (www.wethepeople.gov).

The project's program design should provide youth the opportunity to serve with others from diverse backgrounds. Diversity has wide meaning here and may include differences in age, ethnicity, English proficiency, religion, economic status, race, and disabilities. All project participants need to be appropriately prepared to serve with others who are different from themselves in order to provide positive experiences for all participants. A key factor in this preparation is to help each group to understand what it needs from the others in order to accomplish the service project.

Adequate site supervision is a fundamental part of any service experience and requires careful preparation of those who coordinate service activities, whether they are service-learning coordinators, adult volunteers, or community agency representatives.

A Report from Carnegie Corporation of New York and CIRCLE: The Center for Information and Research on Civic Learning and Engagement, The Civic Mission of Schools, 2003: 20.¹

ORGANIZATIONAL CAPACITY

Successful applicants are responsible for the success of the project and the overall achievement of the program objectives. Keys to the program's success lie in the implementation of activities, attendance and participation in training and technical assistance, and evaluation of service-learning activities.

Each project has the responsibility of regularly monitoring the progress that is being made toward meeting the performance measures, to request on-site technical assistance, and ensure the project has sound financial procedures for spending and documenting grant and matching funds.

Applicants will be required to attend a three-day orientation and curriculum training, quarterly sub-grantee meetings, other trainings as appropriate and encouraged to attend the National Service-Learning Conference. Additionally, projects are required to submit quarterly reports to document their progress toward their performance measures.

Learn and Serve Community-Based projects will be evaluated on timely reporting to DC CNCS, attendance at all required training and meetings and progress toward meeting objectives. Failure to meet the stated requirements may lead to suspension or termination of program funds.

Applicants should consider working with colleges and universities to help design data collection and evaluation systems.

Each grantee must be capable of providing sound fiscal management, adequate staff resources, and have the capacity to manage federal grants. The program must employ qualified personnel who have experience in managing service-learning or other federal projects, both fiscally and programmatically.

COST EFFECTIVENESS

Applicants' detailed budgets must provide a full explanation of associated costs including purpose, justification, and the basis of calculations. Where appropriate, calculations should be presented in an equation format, identifying the number of persons involved, the per person/unit cost, and/or itemized line items.

Summary of statutory budget requirements: The source(s) of match may be federal (non Corporation), state, or local (public or private.)

You must allocate at least 10% and not more than 15% of the DC CNCS share to planning and capacity building costs.

Consistency of treatment: To be allowable under this award, costs must be consistent with policies and procedures that apply uniformly to both federally financed and other activities of the applicant. Furthermore, the costs must be accorded consistent treatment in both federally financed and other activities as well as between activities supported by different sources of federal funds.

Match: Applicants should describe the major sources of match contribution by clearly indicating the source(s), the type of contribution (cash or in-kind), the approximate amount (or estimate), and the intended purpose of the match. Applicants must match with cash or in-kind contributions at least 10% of the project's total costs for year one of the grant. Upon successful implementation of the first year,

there will be an increase in match of 20% for second year continuation, and at least 30% of the total project cost for third year continuation.

REVIEW AND SELECTION CRITERIA

DC CNCS receives far more proposals than it can award. Applicants are selected using an extensive, multi-stage process. The process includes reviews by the DC CNCS staff, peer review panels, and approval by the Board of Commissioners. Before a program is recommended for approval, it may be necessary to conduct clarifying interviews in person or through conference calls. This process is highly competitive; therefore, DC CNCS is seeking high quality programs that fully address these guidelines.

DC CNCS will enter into negotiations with potentially successful applicants in a manner that may require significant modifications to original proposals. Awards are contingent on successful completion of negotiations. The number of applications approved each year of the three-year funding cycle is subject to the availability of funds.

The bullets under each sub-heading describe what DC CNCS considers important and what applicants should include in the application narrative. Program Design includes three sub-categories and represents 60 percent of the basis used to evaluate and select each program. The sub-categories of Needs and Service Activities, Strengthening Communities and Participant Development, are related and are therefore grouped in a single Program Design criteria. DC CNCS and Corporation will give equal importance to these subcategories when reviewing applications.

PROGRAM DESIGN (60%)

IMPORTANT: All projects are required to submit at least one performance measures related to each of the three aspects of program design outlined below:

Needs and Activities (20%)

- Well-designed plan to incorporate community mapping, civic education activities and service-learning principles into community service-learning projects;
- Well-documented compelling community need;
- Well-designed activities that involve youth in problem solving;
- Well-designed plan for pre-post evaluation of participants;
- Well-designed system for tracking service projects and community service credits earned;
- Previous history of accomplishments in the proposed activity areas; and
- Effective involvement of target community in planning and implementation.

Strengthening Communities (20%)

- Well-designed plan for identifying community resources, including recruiting and managing new volunteers other than youth;
- Strong community partnerships, including well-defined roles for faith- or community-based organizations;
- Potential for sustainability by building private and community foundation networks that will support future programming for youth;
- Enhanced capacity building of organizations and institutions; and
- Plans to bring together people of different backgrounds.

Developing Participants (20%)

- Effective plans for recruiting, developing, training, supervising, and recognizing participants (youth ages 5-17, service-learning coordinators;)
- Effective plans for recruiting, developing, training, supervising, and recognizing volunteers;
- Well-designed plan for providing orientation for participants and recruited volunteers;
- Plans to nominate volunteers for Mayor's Community Service Award;
- Well-designed activities that develop civic knowledge skills in youth;
- Opportunity for youth to reflect on the community service;
- Well-designed plan to engage participants in high-quality service-learning and to apply what is learned through performing community service; and
- Well-defined roles for participants that lead to measurable outcomes or impact.

Budget/Cost Effectiveness (25%)

- Non-federal support in match for program implementation or sustainability;
- Adequate budget to support program design; and
- Cost-effective within program guidelines.

Organizational Capacity (15%)

- Ability to provide sound programmatic and fiscal oversight;
- Sound track record of accomplishment as an organization;
- Well-defined roles for staff; and
- Well-designed plan or systems for self-assessment, evaluation, and continuous improvement.

ADDITIONAL CONSIDERATIONS

The following is a list of considerations DC CNCS will give to applications in making final selections: programs that are high-quality and innovative; programs that have the potential to be replicated by programs in other areas; programs that can sustain themselves or the service activities with other support when the grant period ends; and programs that are geographically diverse.

In addition, DC CNCS seeks a participant pool that includes young people ages 5-17, approximately equal numbers of boys and girls, individuals with disabilities and individuals of all races, ethnicities, faiths, and economic backgrounds.

GRANT PERIOD

DC CNCS generally provides funding for a three-year project period. Applications must include proposed activities and a detailed proposed budget for the first year of operation and program objectives for a one-year period.

Successful applicants enter into a multi-year award agreement, but DC CNCS will provide funding only for the first year of the program. DC CNCS has no obligation to provide additional funding in subsequent years. Funding for the second and third years of an approved program is contingent upon the availability of funds, adequate performance including satisfactory progress in relation to the approved objectives, submission of proposed changes in activities or objectives, a detailed budget and budget narrative for the applicable program year, and any other criteria established in the award agreement.

FEDERAL FINANCIAL MANAGEMENT AND GRANT ADMINISTRATION REQUIREMENTS

As with all federal grant programs, it is the responsibility of all grantees to ensure appropriate stewardship of federal funds entrusted to them. Under DC CNCS regulations, each grantee must maintain financial management systems that provide accurate, current, and complete disclosure of the

financial results of its program. To meet this requirement, applicants must have adequate accounting practices and procedures, internal controls, audit trails, and cost allocation procedures. OMB Circular A-133, Audits of States, Local Governments, and Nonprofit Organizations, requires all organizations to have financial audits if they annually expend \$500,000 or more under federal awards. This requirement applies to the organization's total expenditures each fiscal year under all of its federal awards.

As with all Federal grant programs, applicants must ensure that programs or activities will be conducted, and facilities operated, in compliance with the applicable civil rights statutes and their implementing regulations. For civil rights purposes, all programs and projects funded under the National and Community Service Act, as amended, are programs or activities receiving federal financial assistance. See the Learn and Service General Grant Provisions for specific requirements.

http://www.learnandserve.org/resources/general_prov_lsa01.pdf. The Corporation's requirements related to program participation, including discrimination requirements, are set forth in applicable grant provisions.

PERFORMANCE MEASURES WORKSHEETS

Performance Measurement Worksheet (Intermediate Outcome)

Please complete items 1-6. You may duplicate this form.

Category

<input checked="" type="checkbox"/> PARTICIPANT DEVELOPMENT	
PERFORMANCE MEASUREMENT NUMBER <input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	
	In year one, service-learning coordinator will attend a 3-day curriculum training, project orientation and quarterly training provided by DC CNCS; and seek training that supports service-learning principles, history and civics curriculum development, community mapping and effective service-learning reflection <u>models that build skills and develop a knowledge base in developing service-learning projects and activities</u> ; and actively engage at least 60% of youth participants in service-learning projects that offered leadership opportunities in the design and planning in community service activities.
1. Identify the result you expect to achieve.	
2. Describe how you will achieve this result.	
3. What data and instruments will you use to measure the results?	
4. What are the targets that you expect to meet on this performance measure during the one-year grant period?	
5. Restate the complete performance measure by combining steps 1 and 4 above. This is your performance measure .	

Performance Measurement Worksheet (Output)

Please complete items 1-6. You may duplicate this form.

Category

<input checked="" type="checkbox"/> STRENGTHENING COMMUNITIES	
PERFORMANCE MEASUREMENT NUMBER (SELECT ONE) <input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	
	In year one, organization's that receives funding through DC CNCS and engages youth in Community-Based service-learning projects will utilize and track participation of _____ community volunteers to assist in the implementation of service-learning projects showing an increase in volunteer support; and will develop strategies toward creating sustainable programming for youth and volunteers with support from community and private foundations.
1. Identify the result you expect to achieve.	
2. Describe how you will achieve this result.	
3. What data and instruments will you use to measure the results?	
4. What are the targets that you expect to meet on this performance measure during the one-year grant period?	
5. Restate the complete performance measure by combining steps 1 and 4 above. This is your performance measure .	
6. If you have data for this performance measure from prior years , report it here.	

Performance Measurement Worksheet (End Outcome)

Please complete items 1-6. You may duplicate this form.

Category

<input checked="" type="checkbox"/> NEEDS AND SERVICE ACTIVITIES	
PERFORMANCE MEASUREMENT NUMBER <input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	
	By the end of year one, organization's receiving funding through DC CNCS will develop a service-learning project that addresses community needs and involves youth in problem solving; and <u>will increase the knowledge</u> of participants (youth, coordinators, and community volunteers) in researching the history of their neighborhoods and build civic education skills.
1. Identify the result you expect to achieve and label as output, intermediate outcome or end outcome.	
2. Describe how you will achieve this result.	
3. What data and instruments will you use to measure the results?	
4. What are the targets that you expect to meet on this performance measure during the three-year grant period?	
5. Restate the complete performance measure by combining steps 1 and 4 above. This is your performance measure .	
6. If you have data for this performance measure from prior years , report it here.	

APPENDIXES

Application Check list	Page 17
Facesheet	Page 18
Application Instructions	Page 19
Budget Instructions	Page 22
Budget Worksheet	Page 24
Budget Form	Page 26
Assurances and Certifications Instructions	Page 27
Assurances and Certification Form	Page 32

APPLICATION CHECKLIST

Deadline: January 5, 2004 (5:00 p.m.) Late applications will not be accepted. An application is considered late at 5:01 p.m.

Each copy of your application contains (in the following order):

Item:	Located On:
Facesheet	Page 18
Narrative	Pages 19-21
Performance Measurement Objectives Worksheet	Pages 13-15
Budget Worksheet and Form	Pages 24-26
Signed Assurances and Certifications Form	Page 32
This Application Checklist	Page 17

This application is double-spaced.

This application is in 12-point font with 1 inch margins.

This application consists of one unbound, single-sided original and seven bound (by clip only) copies.

Signature of Applicant

FACE SHEET-APPLICATION FOR FEDERAL ASSISTANCE

Application Information

Performance Period: Start Date: _____ End Date: _____

1. Legal Name:
2. Descriptive Title of Applicants Project:
3. Participant Profile (estimates): _____ # Learn and Serve Participants (ages 5-17)
_____ # Adult volunteers working with the project
4. Address (give street address, city, state, and zip code):
5. Name and contact information for Project Director or other person to be contacted on matters involving this application (give area codes):
 - a. Name:
 - b. Telephone number:
 - c. Fax number:
 - d. Internet email address:
6. Employer Identification number (EIN):
7. Type of Applicant (check one): ☐ School ☐ Non-profit ☐ Faith-based
8. Type of Application:
 - ☒ New
 - ☐ Continuation
 - ☐ Revision
9. Estimated Funding:
 - a. Federal \$ _____
 - b. Applicant \$ _____
 - Total \$ _____

10. To the best of my knowledge and belief, all data in this application/preapplication are true and correct, the document has been duly authorized by the governing body of the applicant and the applicant will comply with the attached assurances if the assistance is awarded.

- a. Typed Name of Authorized Representative:
- b. Signature of Authorized Representative: _____
- c. Title:
- d. Telephone Number:
- e. Date:

APPLICATION INSTRUCTIONS

Learn and Serve Community-Based Projects

General Submission Information. Completed applications consist of the following components. Please make sure to address each one.

Facesheet (found on page 18)

Narrative (Guidelines on pages 5-9 and instructions on pages 19-21)

Performance Measurement Objectives (complete worksheet on pages 13-15)

Budget Form and Worksheet (see instructions on page 24-26)

Assurances and Certifications (see instructions on page 27-32)

Please be sure to follow the page limits listed below. **Read the assurances and certifications carefully, sign and attached as instructed on the checklist.**

NARRATIVE

The Narrative includes:

A. EXECUTIVE SUMMARY (1 PAGE)

Provide a concise overview of your proposed program that summarizes the need, planned activities to address the need, anticipated outcomes, and how you will measure these outcomes. The maximum length for the Executive Summary is 1 page.

B. SUMMARY OF ACCOMPLISHMENTS AND OUTCOMES SUMMARY OF ACCOMPLISHMENTS AND OUTCOMES (1 PAGE)

Provide a well-designed program plan with a clear and compelling justification for awarding the requested funds.

Provide a clear description of the accomplishments and outcomes you achieved in the past three-year project period.

Include a list of the other type(s) of program funds your organization received during the past three years. The maximum length for the Summary of Accomplishments and Outcomes is 1 page.

C. PROGRAM NARRATIVE (UP TO 10 PAGES)

Program Design

a. Needs and Service Activities

- i. **Needs** – Describe the specific need(s) your program will address. Include a well documented, compelling description of the need in the communities you intend to serve and how the needs were identified.
- ii. **Description of Activities** – Include a detailed description of proposed activities that relate to the need(s) your program will address. Discuss participant's role in these activities.
- iii. **Accomplishment in Proposed Activity Areas** – Describe your organization's history and past accomplishments in the proposed activity areas.
- iv. **Involvement of Community** – Describe how you involved the target communities in identifying community needs and planning your program; discuss how you will include them in your program implementation.

b. Participant Development (Youth, service-learning coordinators and community volunteers.)

- i. **Recruitment** – Describe how your organization will recruit participants and volunteers to serve in this program.
- ii. **Support** – Describe clear plans for orienting, supervising, training and participants and community volunteers.
- iii. **Civic Education and History** – Describe how participants (youth, service-learning coordinators and community volunteers) will develop an understanding of and increased knowledge, skills and attitudes of civic education and the researching the history of their neighborhoods.

c. Strengthening Communities

- i. **Developing Community Resources** – Describe how your organization plans to develop community resources including the recruitment and management of community volunteers.
- ii. **Community Partnerships**—Describe the community partnerships you intend to develop including well-defined roles for faith and community-based organizations.
- iii. **Capacity Building/Sustainability**—Describe plans for achieving sustainable programming for youth and community volunteers with support from community and private foundations.

d. Organizational Capacity

- i. Describe your ability to provide sound program and fiscal oversight.
- ii. Describe your experience in or ability to administer a federal grant.
- iii. Describe your role(s) of key staff person(s) responsible for the program.
- iv. Describe your track record of accomplishments as an organization.
- v. Describe your plans or systems for self-assessment, evaluation, and continuous improvement.

e. Budget/Cost Effectiveness (Non-federal support and sustainability)

- i. Discuss how your program will attempt to build community support and support from other funding sources.

- ii. Discuss what match commitments (in-kind and cash) you have, what commitments you plan to secure and how you will secure them.

D. **PERFORMANCE MEASUREMENT OBJECTIVES**

We will review and consider your performance measurement objectives in the Program Design section of the selection criteria. Your objectives should be clearly linked to the program narrative and focus on the areas in which you expect to make the greatest impact. Performance Measurement Objectives should cover the first year of operation.

Include and complete the four objectives in the Performance Measurement Objective worksheets.

E. **BUDGET**

The budget should be sufficient to perform the tasks described in the proposal narrative. Do not include unexplained amounts for miscellaneous or contingency costs or unallowable expenses such as entertainment costs. Round all figures to the nearest dollar.

BUDGET INSTRUCTIONS

Before You Begin: Your detailed budget must provide a full explanation of associated costs including their purpose, justification, and the basis of your calculations. Where appropriate, your calculations should be presented in an equation format, identifying the number of persons involved with the event, the per person/unit cost.

Section I. Planning and Capacity Building

Training and Technical Assistance

Enter costs associated with participant training and reflection, teacher/coordinator training, technical assistance, curriculum development/and or mini-grant release time.

Evaluation

Include costs for project evaluation activities, data collection against performance measures, including additional staff time. Include use of evaluation consultants, purchase of instrumentation and other costs specifically for this activity. Indicate daily rates of consultants, where applicable, not to exceed \$443 per day.

Other

Travel to Corporation-Sponsored Meetings – Include up to \$2,000 in this line item to cover the cost of Corporation-sponsored technical assistance meetings and the annual Service-Learning National Conference.

Allowable costs in this category may include clearly explained items related to implementations that do not fit in other categories.

Section II. Implementation, Expansion, Operation and Replication of Service-Learning Programs/Local Partnerships

Operating Cost

Enter the costs associated with running a community-based service-learning project (project materials, service activities, educational materials, volunteer recognition, etc.) You should include costs for local partnerships to implement your service-learning projects.

Salaries–Stipends

Include the annual base salary and portion of staff costs or stipends that are attributed to implementation activities of the program. List each staff position.

Benefits

Include costs of benefit(s) for your project staff. You can identify and calculate each benefit or show cost as a percentage of all salaries.

Adult Volunteers

Include costs to implement community-based service-learning projects involving adult volunteers.

*Grant funds **MAY NOT** be used for administrative costs or food.*

BUDGET WORKSHEET

Section I. Planning and Capacity Building

Training & Technical Assistance

Item	CNCS Share	Grantee Share	Total Amount
	\$	\$	\$
CATEGORY Totals	\$	\$	\$

Evaluation

Rate Type - Claimed - Rate	CNCS Share	Grantee Share	Total Amount
	\$	\$	\$
CATEGORY Totals	\$	\$	\$

Other

Rate Type - Claimed - Rate	CNCS Share	Grantee Share	Total Amount
Travel to CNCS-sponsored meetings	\$	\$	\$
Dissemination			
CATEGORY Totals	\$	\$	\$
SECTION I Totals	\$	\$	\$

Section II. Implementation, Operation and Replication of Service-learning Programs/Local Partnerships

Operating Cost

Item - Description	CNCS Share	Grantee Share	Total Amount
	\$	\$	\$
	\$	\$	\$
CATEGORY Totals	\$	\$	\$

Salaries or Stipends

Item - Description	CNCS Share	Grantee Share	Total Amount
	\$	\$	\$
	\$	\$	\$
CATEGORY Totals	\$	\$	\$

Benefits

Item - Description	CNCS Share	Grantee Share	Total Amount
	\$	\$	\$
	\$	\$	\$
CATEGORY Totals	\$	\$	\$

Adult Volunteer Programs

Item - Description	CNCS Share	Grantee Share	Total Amount
	\$	\$	\$
	\$	\$	\$
CATEGORY Totals	\$	\$	\$

SECTION II Totals

Section I & II BUDGET TOTALS

Source of Funds (Matching Funds)

Section	Description		
Section I. Planning and Capacity Building			
Section II. Implementation, Operation and Replication of Service-learning Programs/Local Partnerships			

BUDGET FORM

Note: Transfer totals from budget worksheets.

Project Name	Budget Dates:		
Legal Applicant			
	Total Amount	CNCS share	Grantee Share
Section I. Planning and Capacity Building			
Training and Technical Assistance	\$	\$	\$
Evaluation	\$	\$	\$
Other	\$	\$	\$
Section I. Subtotal	\$	\$	\$
Section II. Implementation, Operation and Replication of Service-learning Programs/Local Partnerships			
Operating Cost	\$	\$	\$
Salaries or Stipend	\$	\$	\$
Benefits	\$	\$	\$
Adult Volunteer Programs	\$	\$	\$
Section II. Subtotal	\$	\$	\$
Budget Totals	\$	\$	\$
Funding Percentages	%	%	%

ASSURANCES AND CERTIFICATIONS INSTRUCTIONS

By signing and submitting this application, as the duly authorized representative of the applicant, you certify that the applicant will comply with the Assurances and Certifications described below.

a) Inability to certify

Your inability to provide the assurances and certifications listed below will not necessarily result in denial of a grant. You must submit an explanation of why you cannot do so. We will consider your explanation in determining whether to enter into this transaction. However, your failure to furnish an explanation will disqualify your application.

b) Erroneous certification or assurance

The assurances and certifications are material representations of fact upon which we rely in determining whether to enter into this transaction. If we later determine that you knowingly submitted an erroneous certification or assurance, in addition to other remedies available to the federal government, we may terminate this transaction for cause or default.

c) Notice of error in certification or assurance

You must provide immediate written notice to us if at any time you learn that a certification or assurance was erroneous when submitted or has become erroneous because of changed circumstances.

d) Definitions

The terms “covered transaction”, “debarred”, “suspended”, “ineligible”, “lower tier covered transaction”, “participant”, “person”, “primary covered transaction”, “principal”, “proposal”, and “voluntarily excluded” as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. An applicant shall be considered a “prospective primary participant in a covered transaction” as defined in the rules implementing Executive Order 12549. You may contact us for assistance in obtaining a copy of those regulations.

e) Certification requirement for subgrant agreements

You agree by submitting this proposal that if we approve your application you shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by us.

f) Certification inclusion in subgrant agreements

You agree by submitting this proposal that you will include the clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transactions,” provided by us, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

g) Certification of subgrant principals

You may rely upon a certification of a prospective participant in a lower-tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless you know that the certification is erroneous. You may decide the method and frequency by which you determine the eligibility of your principals. You may, but are not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.

h) Non-certification in subgrant agreements

If you knowingly enter into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, we may terminate this transaction for cause or default.

i) Prudent person standard

Nothing contained in the foregoing may be construed to require establishment of a system of records in order to render in good faith the assurances and certifications required. Your knowledge and information is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

ASSURANCES

As the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that the applicant:

Has the legal authority to apply for federal assistance, and the institutional, managerial, and financial capability (including funds sufficient to pay the non-federal share of program costs) to ensure proper planning, management, and completion of the program described in this application.

Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the state, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.

Will establish safeguards to prohibit employees from using their position for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.

Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 CFR 900, Subpart F).

Will comply with all federal statutes relating to nondiscrimination. These include but are not limited to: Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of disability (d) The Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290dd-3 and 290ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the National and Community Service Act of 1990, as amended; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal or federally assisted programs. These requirements apply to all interests in real property acquired for program purposes regardless of federal participation in purchases.

Will comply with the provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C 276a and 276a-77), the Copeland Act (40 U.S.C 276c and 18 U.S.C. 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), regarding labor standards for Federally assisted construction sub-agreements.

Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires the recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.

Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of program consistency with the approved

state management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C 1451 et seq.); (f) conformity of federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).

Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16U.S.C. 469a-l et seq.).

Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.

Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.

Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.

Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984, as amended, and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations.

Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, application guidelines, and policies governing this program.

CERTIFICATIONS

Certification – Debarment, Suspension, and Other Responsibility Matters

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, Section 85.510, *Participants' responsibilities*.

- A. As the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that neither the applicant nor its principals:

- Is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency.
- Has, within a three-year period preceding this application, been convicted of, or had an adverse civil judgment entered in connection with, fraud or other criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
- Is presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification, and
- Has not, within a three-year period preceding this application, had one or more public transactions (federal, state or local) terminated for cause or default;

- B. If you are unable to certify to any of the statements in this certification, you must attach an explanation to this application.

Certification – Drug-Free Workplace

This certification is required by the regulations implementing the Drug-Free Workplace Act of 1988, 34 CFR Part 85, Subpart F. The regulations require certification by grantees, prior to award, that they will maintain a drug-free workplace. The certification set out below is a material representation of fact upon which reliance will be placed when the agency determines to award the grant. False certification or violation of the certification may be grounds for suspension of payments, suspension or termination of grants, or government-wide suspension or debarment (see 34 CFR Part 85, Section 85.615 and 85.620).

As the duly authorized representative of the grantee, I certify, to the best of my knowledge and belief that the grantee will provide a drug-free workplace by:

- A. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- B. Establishing a drug-free awareness program to inform employees about—
- the dangers of drug abuse in the workplace,
 - the grantee's policy of maintaining a drug-free workplace.
 - any available drug counseling, rehabilitation, and employee assistance programs, and
 - the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- C. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (A);
- D. Notifying the employee in the statement required by paragraph (A) that, as a condition of employment under the grant, the employee will:

- abide by the terms of the statement, and
 - notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
- E. Notifying us within ten days after receiving notice under subparagraph (D) from an employee or otherwise receiving actual notice of such conviction;
- F. Taking one of the following actions, within 30 days of receiving notice under subparagraph (D), with respect to any employee who is so convicted—
- Taking appropriate personnel action against such an employee, up to and including termination; or
 - Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency;
- G. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (A) through (F).

Certification – Lobbying Activities

As required by Section 1352, Title 31 of the U.S. Code, as the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that:

No federal appropriated funds have been paid or will be paid, by or on behalf of the applicant, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer of Congress in connection with the awarding of any federal contract, the making of any federal loan, the entering into of any cooperative agreement, or modification of any federal contract, grant, loan, or cooperative agreement;

If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the applicant will submit Standard Form-LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions;

The applicant will require that the language of this certification be included in the award documents for all subcontracts at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all subrecipients will certify and disclose accordingly.

ASSURANCES AND CERTIFICATIONS FORM

Assurance Signature: **NOTE: Sign this form and include in the application.**

SIGNATURE: By signing this assurances page, you certify that you agree to perform all actions and support all intentions in the Assurances section.

Organization Name: _____

Program Name: _____

Name and Title of Authorized Representative: _____

Signature: _____

Date: _____

Certification Signature: **NOTE: Sign and include in the application.**

Before you start: Before completing certification, please read the Certification Instructions.

Signature: By signing this Certification page, you certify that you agree to perform all actions and support all intentions in the Certification sections of this application. The three Certifications are:

Certification: Debarment, Suspension and Other Responsibility Matters

Certification: Drug-Free Workplace

Certification: Lobbying Activities

Legal Applicant: _____

Program Name: _____

Name and Title of Authorized Representative: _____

Signature: _____

Date: _____